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Item 138 of the preliminary list*
Human resources management

Amendments to the Staff Rules

Report of the Secretary-General

Summary

Pursuant to staff regulation 12.3, the present report contains the full text of amendments to the existing Staff Rules that the Secretary-General proposes to implement as at 1 January 2015. The report also provides the rationale for those amendments.

The Secretary-General recommends that the General Assembly take note of the amendments to the Staff Rules set out in the annex to the present report.

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1. Staff regulation 12.3 provides that the full text of provisional staff rules and amendments shall be reported annually to the General Assembly.

2. Pursuant to staff regulation 12.4, the proposed amendments contained in the annex to the present report will take effect on 1 January 2015, subject to any modifications or deletions that may be directed by the General Assembly.

Rules

3. Staff rule 3.12 (a) on the night differential is being amended to correctly reflect the eligibility of staff members of all categories, including those in the Professional category, who work on regularly scheduled night-time tours of duty for payment of a night differential. The amendment is made to align the staff rule with the conditions of appendix B to the former 100 series of staff rules governing payment of a night differential.

4. In staff rule 3.19 (b) (ii) on the repatriation grant, the reference to staff rule 3.6 (a) (ii), which defines a "child", is being corrected to staff rule 3.6 (a) (iii), which defines a "dependent child" for the purpose of the Staff Regulations and Staff Rules.

5. Staff rule 4.16 (b) (i) on competitive examinations is being amended to delete the provision whereby appointments to posts at the P-3 level in the United Nations Secretariat shall be made normally through competitive examination. The amendment is being made in response to the recommendation of the Advisory Committee on Administrative and Budgetary Questions (see A/65/537, para. 77), which was endorsed by the General Assembly in resolution 65/247, that P-3 level positions be advertised in the same manner as all other positions.

6. Staff rule 7.11 on miscellaneous travel expenses currently requires submission of receipts for reimbursement of any miscellaneous travel expenses in excess of $20. The staff rule is being amended to require submission of receipts for any miscellaneous travel expenses in excess of $30, in the interests of administrative simplicity in the processing of travel claims and in order to align the staff rule with current practice, as reflected in section 10 of the administrative instruction on official travel (ST/AI/2013/3).

7. In staff rule 9.8 (d) on termination indemnity, the reference to staff rule 5.3 (c) is being corrected to refer to staff rule 5.3 (d), which relates to special leave without pay for pension purposes.

8. Staff rule 10.4 (b) on administrative leave pending investigation and the disciplinary process is being amended to remove the provision that such leave should so far as practicable not exceed three months, in order to provide flexibility where it is necessary for the duration of administrative leave to exceed three months.

9. Appendix C to the Staff Rules on arrangements relating to military service is being amended to correct the reference in paragraph (e) from staff rule 5.3 (b) to staff rule 9.6 (e). Under the former 100 series of staff rules, paragraph (e) of appendix C referred to staff rule 109.1 (c), which has been replaced by staff rule 9.6 (e) under the new staff rules.

The Secretary-General recommends that the General Assembly take note of the amendments to the Staff Rules set out in the annex to the present report.

Annex

Text of amendments to the Staff Rules

Rule 3.12
Night differential

(a) A staff member ~~**in the General Service, Security Service or Trades and Crafts category, or in the Field Service category up to and including level FS-5,**~~ who is assigned to regularly scheduled night-time tours of duty shall receive a night differential at a rate and under conditions established by the Secretary-General.

Rule 3.19
Repatriation grant

Definitions

(b) The following definitions shall be used in ascertaining whether the conditions contained in annex IV to the Staff Regulations and this rule are met:

(i) "Country of nationality" shall mean the country of nationality recognized by the Secretary-General;

(ii) "Dependent child" shall mean a child recognized as dependent under staff rule 3.6 (a) (ii**i**) at the time of the staff member's separation from service;

Rule 4.16
Competitive examinations

(b) Boards of examiners shall make recommendations to the Secretary-General in respect of the following:

(i) Appointment to P-1 and P-2 posts that are subject to the system of desirable ranges and to posts requiring special language competence at the United Nations Secretariat shall be made exclusively through competitive examination. ~~**Appointment to posts at the P-3 level in the United Nations Secretariat shall be made normally through competitive examination.**~~

Rule 7.11
Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with official business or in the performance of authorized travel shall be reimbursed by the United Nations after the completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of ~~**20**~~**30** United States dollars or as established by the Secretary-General. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Local transportation other than that provided for under staff rule 7.9;

(ii) Telephone and other forms of communication required for official business;

(iii) Space, equipment and services required for official use;

(iv) Transportation or storage of authorized baggage or property used for conducting official business.

Rule 9.8
Termination indemnity

(d) Upon application of a staff member who is to be separated as a result of an agreed termination of appointment or because of abolition of post or reduction in staff and who is within 2 years of age 55 years and 25 years of contributory service in the United Nations Joint Staff Pension Fund or who is over that age and within 2 years of 25 years of contributory service, the Secretary-General may place such staff member on special leave without pay for pension purposes pursuant to staff rule 5.3 (**ed**) under conditions to be established by the Secretary-General.

Rule 10.4
Administrative leave pending investigation and the disciplinary process

(b) A staff member placed on administrative leave pursuant to paragraph (a) above shall be given a written statement of the reason(s) for such leave and its probable duration.**, which, so far as practicable, should not exceed three months.**

Appendix C
Arrangements relating to military service

(e) In the interpretation of staff rule **5.3(b)9.6 (e)** the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.